

AD 6.4, Transportation and Community Supervision of Inmates
Prepared for signature 2/28/03 - effective 3/5/03

1. Policy. The Department of Correction shall transport inmates and supervise inmates within the community in a safe and secure manner.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 6-32d, 14-36, 14-36a, 14-44 through 14-44K, 14-100a(c)(1), 18-81, 18-81a, 18-91 and 18-105 through 18-107.
 - B. 49 United States Code Appendix 2505.
 - C. 49 Code of Federal Regulations 383.
 - D. American Correctional Association, Standards for Adult Correctional Institution, Third Edition, January 1990, Standard 3-4182.
 - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-3A-16.
 - F. Department of Administrative Services General Letter No. 115, Policy for the Use of State-owned Motor Vehicles and Personally-Owned Motor Vehicles on State Business.
 - G. Administrative Directives 2.13, Employee Uniform, Personal Appearance and Identification; 2.17, Employee Conduct; 3.9, Employee Travel and Use of State Vehicles; 6.2, Facility Post Orders and Logs; 6.5, Use of Force; 6.6, Reporting of Incidents; 6.7, Searches; 6.10, Inmate Property; 7.2, Armories; 7.5, Escapes; 9.2, Inmate Classification; 9.10, Inmate Identification and Movement; and 10.7, Inmate Communication.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Black Box. A lockable plastic cover designed to limit tampering with a handcuff locking mechanism.
 - B. Chubb Cuffs. High security handcuffs.
 - C. Correctional Transportation. A unit within the Security and Field Operations Division responsible for inmate transportation.
 - D. Flex Cuffs. Non-metal temporary restraint.
 - E. Full Restraint. The application of a belly chain, handcuffs and leg irons.
 - F. High Risk Inmate Transport. An inmate transported and/or escorted by the Security Division or Field Operations Unit.
 - G. Inmate Records. An inmate's Master file, to include addiction services and educational records, Medical file and Mental Health file.
 - H. Medical Emergency. A condition which is so severe that it requires immediate medical attention at a community hospital.
 - I. Security Chain #1. A chain extended from the black box and or Chubb Cuffs and attached to the leg irons.
 - J. Security Chain #2. A waist chain used with a black box and Security Chain #1.
 - K. Unit Transportation Staff. Personnel designated by the Unit Administrator responsible for transporting inmates.
 - L. Upper Restraint. The application of a belly chain and handcuffs.

4. Transportation Responsibilities. Responsibilities for conducting inmate transportation shall be assigned as follows:
 - A. Facility Transportation. Facility based transportation shall conduct: (1) court appearance transportation; (2) medical appointment transportation; (3) any immediate transfer; (4) handicapped inmate transportation; (5) involuntary community release returns to facility confinement from residential programs; and (6) any special circumstance transport (e.g., family wake/funeral or terminal illness visit).
 - B. Community Enforcement Transportation. Community Enforcement transportation shall include, where necessary, the transfer of an inmate between community services programs. Returns to facility confinement from any community release.
 - C. Correctional Transportation. Correctional Transportation shall conduct: (1) scheduled transfers; (2) high risk escorts and transports; and (3) special needs transfers not specifically assigned to facilities.
 - D. Exceptions. In the event Correctional Transportation cannot conduct the transfer, it shall be the responsibility of the sending unit to transport the inmate.
5. Interstate Transportation. Interstate transfers shall be conducted by Correctional Transportation staff, contract staff, facility staff or other appropriate authority as directed by Correctional Transportation.
6. Transportation Vehicles.
 - A. Equipment. Any facility vehicle, routinely used to transport inmates, shall be equipped with a mobile radio. Transport vehicles assigned to Level 3 or a higher security facility shall have the inside rear door locks inaccessible or inoperable to inmates and rear door and window handles removed. Each vehicle shall be equipped with the following: (1) security screens; (2) seat belts (except those vehicles specifically exempted by the United States Department of Transportation); (3) fire extinguisher; (4) first aid kit; (5) universal precautions kit; (6) road flares; and (7) flash light. This equipment shall be easily accessible to staff but inaccessible to inmates.
 - B. Maintenance. Vehicles shall be clean and maintained in good operating condition. Regular maintenance shall be performed in compliance with any leasing agreement or warranty, on an as needed basis, but at least every six (6) months or 6,000 miles. The transport officer shall report any vehicular deficiencies or malfunctions in writing to a supervisor.
 - C. Daily Inspections. Each vehicle, prior to use, shall be searched by transporting staff for any item, which may be used as a weapon, or any device, which could affect restraints or create a vehicle malfunction. Each vehicle, prior to daily use, shall be checked by transport staff for adequate fuel, oil, water, tire inflation, spare tire, operation lights and brakes and emergency equipment as defined in subsection (A) above. Each vehicle shall be refueled subsequent to use and, when practicable at a state facility. Community Enforcement vehicles shall be refueled as soon as possible to allow a subsequent vehicle transport without refueling.

- D. Parking. Each vehicle shall be locked when unattended. Portable radios, security equipment and confidential paperwork shall be removed when the vehicle is being cleaned or serviced.
 - E. Driving. Each vehicle shall be driven in a safe and defensive manner. Transport staff shall observe posted speed limits, state laws and regulations. Each driver shall employ safe driving practices and display courtesy to other motorists.
 - F. Smoking. In accordance with Administrative Directive, 3.9, Employee Travel and Use of State Vehicles, smoking is not permitted in any state vehicle.
 - G. Community Enforcement Exception. Community Enforcement vehicles shall be exempt from the provisions of subsections (A) and (C) above. Standard issue community service vehicles shall be used to transport an inmate in accordance with Section 4(B) above.
7. License and Staff Responsibility. Any staff assigned to transport duty shall possess a clear understanding of the responsibilities surrounding the use of state vehicles in accordance with the Department of Administrative Services General Letter No. 115, Policy for the Use of State-owned Motor Vehicles and Personally-Owned Motor Vehicles on State Business and Administrative Directive 3.9, Employee Travel and Use of State Vehicles. Staff must also possess a current, valid motor vehicle operator's license as follows:
- A. Motor Vehicle Operator's License. Any employee assigned to drive a vehicle shall possess a regular Motor Vehicle Operator's License.
 - B. Commercial Driver's License (Class 1). An employee assigned to drive a bus weighing over 26,001 pounds shall possess a Class B Commercial Driver's License with all appropriate endorsements and restrictions.
 - C. Revocation and Suspension. Any employee whose license is suspended, revoked, canceled or disqualified from driving and who has been previously authorized to drive a state vehicle shall immediately report that fact to a supervisor and shall provide a copy of any court document and/or Department of Motor Vehicles documentation which states the reason and duration of a suspension, revocation, cancellation or disqualification. Any employee, authorized to drive a state vehicle, shall notify a supervisor immediately of a conviction or forfeiture of bond for any traffic violation, except parking violations. No employee shall operate a state vehicle without a valid license.
8. Transportation Standards. Supervision, staff/inmate ratios and restraint requirements for transported inmates shall be in accordance with Facility to Community Transport Standards, Attachment A and Inmate Interunit Transport Standards, Attachment B. Transportation of male and female inmates in a single vehicle shall be prohibited. An inmate under the age of 16 years shall not be transported in the same vehicle with an inmate who is 16 years or older.
9. Preparation for Scheduled Departure. Each unit shall have each inmate, inmate property and inmate records ready for pick up by Correctional Transport staff at the assigned time.
10. Return from Community Release. An inmate, returned from community

release shall be escorted by at least two (2) staff in the transport vehicle. The inmate shall, at a minimum, be restrained in handcuffs and leg irons. At least one (1) of the escorting officers shall carry a chemical agent.

11. Inmate Property and Official Documents. Transportation staff shall ensure that all required official documents are properly completed prior to accepting or releasing custody of an inmate. Property shall be sealed in boxes prior to transportation. Transport officers shall ensure that all inmate property is transported consistent with Administrative Directive 6.10, Inmate Property.
12. Preparation for Transportation from a Facility. Prior to transporting an inmate from a facility, the following preparation shall be required.
 - A. Informational Requirements. The transporting officer shall be given the following: (1) RT50 with photo for each inmate being transported, which shall follow the inmate while being escorted in the community; (2) destination; (3) each inmate's security level and the proper restraints for transportation; (4) expected duration of the trip; and (5) any special escort or supervision instructions, and a logbook and/or visiting card if applicable.
 - B. Searches. Prior to transport an inmate shall be searched by a facility officer in accordance with Administrative Directive 6.7, Searches. When restraints are required in accordance with Attachments A, B, C and D all personal property, except clothing and authorized jewelry shall be removed from the inmate prior to transport. An inmate, upon being taken into custody from community supervision, shall be frisk searched by transporting staff. Searches of a Level 3 inmate or above shall be conducted as follows:
 1. The inmate shall be strip searched in accordance with Administrative Directive 6.7, Searches.
 2. All clothing to be worn by the inmate shall be searched. An inmate shall not be allowed to carry anything in the clothing.
 3. After being searched and dressed for the trip, the inmate shall be isolated from all other inmates except those that have already been searched and prepared for transportation.
 4. Unless the application of restrains immediately follows a strip search, the escorting officer shall frisk search the inmate(s) immediately preceding the placement of restraints on an inmate(s).
 5. The Shift Supervisor shall determine if any article may be brought to the destination. The approved articles shall be limited to such items as legal materials and/or medication as necessary, etc. These articles shall not be retained in the possession of the inmate. They shall be carried by the transporting officer.
13. Inmate Identification. Transporting staff shall ensure the identification of each inmate being transported prior to entering and departing the transport vehicle in accordance with Administrative Directive 9.10, Inmate Identification and Movement.

14. Security and Supervision. Guidelines for transportation and community security and supervision shall be as follows:

- A. Transportation. Transport officers shall restrain each inmate according to Attachments A and B. Handcuffs and leg irons shall be inspected to ensure they are double locked and properly secured by the Transporting Officer and a shift supervisor.
1. Shackling to Stationary Objects. An inmate shall not be shackled to a stationary object in a moving vehicle, unless an emergency arises. As soon as the emergency is over, the inmate shall be removed from the stationary object and an Incident Report shall be filed with the supervisor by the end of the work shift.
 2. Restrictions. Restraining equipment shall not be used as a means of punishment nor in a manner that causes undue physical pain or restricts the blood circulation of an inmate.
 3. Restraint Checks. Restraints shall be rechecked, and a frisk search conducted, anytime transport staff removes an inmate from the vehicle and again before reboarding.
- B. Community. Restraints used during community supervision shall be used in accordance with Attachment A. Restraints, as appropriate, shall be continuously maintained on an inmate while in the community unless alternative security plans have been previously approved by the Unit Administrator, or designee, to include accommodations for pregnant inmates. Upon approval from a shift supervisor, as enumerated below in Section 14 (B)(2), flex cuffs shall be used temporarily, prior to removal of the metal restraints, to secure an inmate when the removal of metal restraints is required to conduct a medical examination, test, and/or any other medical procedure. The flex cuffs shall be replaced with the metal restraints, prior to removal of the flex cuffs, upon completion of the procedure(s). In such case, placement and removal of flex cuffs shall be conducted in a secure location and the escorting staff member(s) shall maintain constant supervision and minimize the possibility of escape or disturbance by the inmate. Removal of restraints for any other reason shall require the approval of the Shift Commander prior to removal, with the exception of a life-threatening situation regarding the inmate.
1. Court Appearances. A restrained inmate shall not be placed in a holding cell with unrestrained inmates. An inmate shall be restrained in accordance with Attachment A when being removed from a holding cell to a courtroom. An officer may remove the restraints once the inmate is inside the courtroom if directed by a judge or magistrate. The officer shall be positioned to maintain security and order when restraints are removed. Contact with the inmate shall be restricted to authorized persons on official business only.

In the event that a judge orders the release of an inmate who has been transported to court by correctional staff, the escorting staff shall immediately call the facility to

determine whether or not the inmate was being held on any other valid sentences or detainers. If there are any other holds, the inmate shall be returned to the facility. If there are no other holds on the inmate, the staff should ask that the inmate return to the facility for discharge processing. If the inmate refuses, or the judge does not allow the inmate's return, the inmate shall be released at the court. Correctional staff shall then secure a copy of the terms of the sentence modification from the Clerk of the Court to return to the facility records department.

When supervision of an inmate is transferred to the judicial marshals, the inmate shall be considered in the custody of the judicial marshals and may not be subject to the requirements of this section.

2. Medical Examination. All inmates, except those on medical furlough or community release, shall be directly observed, supervised and/or secured at all times. Restraints as required in Attachment C, Restraints Status, while at Community Medical Facility, shall normally be maintained on the inmate at all times. Restraints may be removed during a medical examination if necessary to permit a medical procedure, examination or treatment only if prior approval has been granted by the Shift Commander and if requested by the attending physician after being advised of any security concerns. Flex cuffs will be used in accordance with Attachment C and subsection 14(B) above to replace metal restraints when necessary.
3. Inpatient Hospitalization. Each inmate requiring inpatient hospitalization, unless on medical furlough or community release, shall be supervised by an officer in accordance with the following:
 - a. Hospital Without a Dedicated Secured Unit. An inmate placed in a hospital without a secured unit dedicated to the Department of Correction shall be continuously supervised by an officer(s) and shall be restrained in accordance with Attachment C. Security check of restraints shall be conducted periodically.
 - b. Hospital with Dedicated Secured Unit. Supervision of an inmate placed in a hospital with a secured unit dedicated to the Department of Correction shall require at a minimum: (1) restraints in accordance with Attachment C; (2) officer observation no less than every 15 minutes; and (3) security check of restraints and egress windows/doors a minimum of five (5) times a shift.

When an inmate is escorted to a dedicated secured unit for outpatient treatment and/or services, any escorting officer(s) shall temporarily come under the direction of the assigned medical unit's correctional shift supervisors.

- c. Surgery. When the inmate is to have surgery requiring general anesthesia, or during the birthing of a child, the escorting officer(s), if not allowed in the operating/birthing room, shall assure the security of the area and remain at an area of the hospital which allows for ongoing communication with the operating/birthing room staff as appropriate. Upon completion of the surgery, the escorting officer(s) shall maintain constant supervision of the inmate and place restraints, as appropriate, on the inmate during recovery.
- d. Communication with Facility. Contact shall be maintained with a Shift Supervisor at a minimum of twice per shift. The communication may be either by telephone or in person. The officer shall update the facility as to the status of the inmate(s) and shall notify the facility as soon as the inmate is scheduled for discharge or transfer to a hospital with a secure dedicated unit. The facility shall ensure that arrangements for the inmate's return to the facility are made as appropriate.
- e. Inmate Visits. Unless previously approved by the Unit Administrator or designee, an inmate shall not be allowed social visits.
- f. Phone Calls. Unless previously approved by the Unit Administrator or designee, an inmate shall not be allowed to make or receive a phone call. Any notification to the family shall be conducted by the facility. Privileged phone calls to the inmate's attorney may be authorized by the Unit Administrator in accordance with Administrative Directive 10.7, Inmate Communication. However, such a phone call shall be subject to the security of the inmate and any other legitimate penological interest. No incoming calls to the inmate shall be accepted.
- g. Post Orders and Logbooks. The post orders, log book, photo-image and an RT50 shall remain at the hospital post under staff control for the duration of the inmate's stay. Each officer shall sign in the logbook when on duty and sign out at the end of the shift. In addition to the information required by Administrative Directive 6.2, Facility Post Orders and Logs, the following information shall be recorded in each log: (1) times of observations and findings; (2) times of security tours and findings; (3) any approved inmate visits, to include date, time, names of visitors, and who approved visit; (4) any approved inmate privileged phone calls, to include date, time, phone number called, person contacted, name of officer placing call, and approving authority; (5) calls/visits between the facility and hospital to include, date, time, and participants; (6) time inmate left from and returned to the room and reasons for e.g., surgery, x-rays, etc.; and (7) any unusual or noteworthy incident or event.
- h. Refusal of Treatment. An inmate may be subject to

refusal of treatment for any of the following reasons:
(1) refusal to sign appropriate medical consent form(s) for treatment; (2) unruly, disruptive, or lewd behavior; (3) a situation that would jeopardize the safety and/or security of the public, staff, hospital/medical facility or the inmate(s); or (4) hospital/medical facility is not equipped, willing or able to treat the inmate.

When treatment is refused for any reason, the escorting officer(s) shall contact the facility and apprise the Shift Commander of the situation. The escorting officer may also notify local security of the situation if the inmate is, or may become, a security/discipline problem. Any such refusal of treatment shall be documented and an incident report shall be filed in accordance with Administrative Directive 6.6, Reporting of Incidents. The Unit Administrator or designee shall forward a copy of the report to the Health Services unit and to the Lead Warden.

- i. Confidentiality of Medical Information. During consultations between a physician and an inmate, a staff member shall assure security and post in a manner which prevents disruption or escape but allows for confidential discussion between physician and patient. Whenever possible visual observation shall be maintained.
 4. Funerals/Wakes or Terminal Illness Visit. Restraints shall be maintained in accordance with Attachment A unless otherwise authorized by the Unit Administrator. A private viewing/visit shall be arranged prior to the trip whenever possible to reduce outside contact.
 5. Community Programs, Speaking Engagements and Public Service Work. Restraints shall not be utilized. Each inmate shall be appropriately classified as a Level 2 in accordance with Administrative Directive 9.2, Inmate Classification, prior to transport.
15. Use of Force. The use of force shall be authorized as reasonably necessary in accordance with Administrative Directive 6.5, Use of Force.
- A. Chemical Agents. Chemical agents shall be permitted on transport vehicles in accordance with Administrative Directive 7.2, Armories and 6.5, Use of Force.
 - B. Firearms. The use firearms shall be authorized in accordance with Administrative Directive 6.5, Use of Force. Transport staff shall ensure no weapon is unattended or accessible to any inmate or unauthorized individual. A transport officer, if carrying a firearm, shall be positioned out of reach of inmates and shall provide protection for remaining transport staff.
 - C. Firearm Use. No firearm shall be discharged at any time inside a building unless the transport officer or others are threatened

with the imminent use of deadly force from an inmate or any person with a weapon aiding the inmate. No firearm shall be discharged unless there is a clear and unobstructed area in which no person other than the inmate or any person aiding the inmate is present and could be hit directly or by ricochet.

- D. Firearm Report. Anytime a weapon is drawn or discharged, the officer involved shall fill out an Incident Report, CN 6601 and Use of Force Report, CN 6501 and any other required report before being relieved from duty.
16. Escape and Disruption. In the event an inmate becomes disruptive, escapes or attempts to escape, the transport officer shall notify the nearest correctional facility or law enforcement agency, in accordance with Administrative Directive 6.6, Reporting of Incidents, and request assistance and direction as needed. A staff member may additionally request assistance from hospital/medical facility security if appropriate. An inmate shall be processed as required by Administrative Directive 7.5, Escapes.
17. Safety.
- A. Seat Belts. Transport staff and each inmate in all vehicles, other than those vehicles specifically exempted by the United States Department of Transportation, shall use seat belts while en route. The operator of any transport bus shall wear a seat belt while the vehicle is being operated.
 - B. Handicapped Inmate Transport. Health Services staff shall determine if the transportation of an inmate, confined to a wheelchair requires use of a handicapped accessible van. The handicapped inmate shall not normally be lifted from the wheelchair. If it becomes necessary to lift a handicapped inmate from a wheelchair, it will be done only under health services staff supervision. Upon arrival at the receiving facility, the handicapped inmate shall be met by a health services staff member.
 - C. Eating and Smoking. Smoking shall be prohibited in all state vehicles. Food and beverages shall not be consumed while operating a transport vehicle.
 - D. Unplanned Stops. Transport staff shall not stop the vehicle for any unnecessary reason. Lavatory stops shall occur only when absolutely necessary and only at law enforcement or correctional facilities whenever possible. Any essential search and necessary security precautions shall be taken during any lavatory stop.
18. Medical Emergency. If an inmate becomes ill en route, the transport staff shall contact a supervisor for direction.
19. Vehicle Breakdown. In the event of a road emergency, breakdown or accident, the transport officer shall notify, via radio or telephone, the nearest correctional facility and provide the following information:
- A. Identification of the vehicle and number of inmates;
 - B. Location of emergency;
 - C. Detail of situation; and
 - D. Assistance required.
20. Escort Procedures. For inmates classified Level 3 or above the

transport staff shall walk just behind an inmate being escorted outside the vehicle. If two (2) unarmed staff members are escorting, the inmate(s) shall walk between them side to side. Armed staff shall walk behind the inmate. The escort staff shall not allow anyone to pass between the officer and the inmate. An inmate shall not be allowed to communicate or visit with relatives, friends or any unauthorized individual during transport except when the specific purpose is to visit a relative in critical condition in a hospital, to attend a wake or funeral or as required during a judicial proceeding.

21. Escorting Officer Protocol. Escorting officers shall abide by and enforce the rules and regulations of any applicable community facility (e.g., court house, the hospital/medical facility where the inmate is being treated, etc.). Any discrepancy between Departmental policy and community policy shall be brought to the attention of the Shift Commander. Staff shall maintain a professional demeanor and proper conduct at all times in accordance with Administrative Directive 2.17, Employee Conduct. Uniform and appearance shall be in accordance with Administrative Directive 2.13, Employee Uniforms, Personal Appearance and Identification. No personal reading material shall be allowed while on duty and the officer assigned shall remain on duty until properly relieved and all paperwork is completed.
22. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.